

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

**TABLE OF CONTENTS**

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE NO.</u>
1.0	SUBMISSION OF PROPOSAL .....	3
2.0	PREPARATION COSTS .....	3
3.0	GOVERNING TERMS AND CONDITIONS.....	3
4.0	DEFINITIONS .....	3
5.0	ACKNOWLEDGEMENT.....	4
6.0	WRITTEN PROPOSALS .....	4
7.0	EVALUATION OF OFFERS .....	5
8.0	OFFEROR'S MODIFICATION AND WITHDRAWAL OF PROPOSAL.....	5
9.0	PRICING CONDITIONS .....	6
10.0	EXCEPTIONS AND DEVIATIONS.....	6
11.0	PREPROPOSAL QUALIFICATION OF OFFERORS .....	7
12.0	PREPROPOSAL CONFERENCE AND JOBSITE INSPECTION .....	7
13.0	DISCREPANCIES AND OMISSIONS/ADDENDA .....	7
14.0	RETURN OF DOCUMENTS .....	7
15.0	TAXES .....	8
16.0	SIGNATURE REQUIREMENTS.....	8
17.0	BONDS.....	8
18.0	PRE-AWARD EQUAL OPPORTUNITY COMPLIANCE REVIEWS .....	8
19.0	TECHNICAL AND OTHER DATA REQUIREMENTS.....	8
20.0	MATERIALS .....	9
21.0	PROPOSAL SUBMITTALS.....	9

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

21.1	PROPOSAL IDENTIFICATION .....	9
21.10	SMALL BUSINESS SUBCONTRACTING PLAN .....	10
21.11	PROPOSED LOWER-TIER SUBCONTRACTORS.....	10
21.13	FUNDING LIMITATION - TERMINATION LIABILITY SCHEDULE .....	10

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

Instructions to Offerors govern the submission of proposals. Offeror must submit its proposal based on these Instructions to Offerors, the RFP Cover Letter, Sample Contract PARTS I, II, III and IV, as required in Paragraph 1.0 below.

**1.0 SUBMISSION OF PROPOSAL**

Proposals must be submitted in original plus two (2) copies to the mailing address identified in the Request for Proposal (RFP) Cover Letter.

Proposals must be received at the noted address on or before the closing date and time stated in the Cover Letter. Any proposal not complying with this condition will not be considered and shall be returned, unopened.

The original of the proposal should be clearly marked "Original". The copies must be identical to the original and may be photocopied from the original after signature.

Each package containing material to be considered as part of the proposal must be sealed with a self-adhesive label, marked "Sealed Bid". Your failure to use such labels may result in the inadvertent opening of the package and may cause your proposal to be rejected.

**2.0 PREPARATION COSTS**

The preparation of its proposal shall be by and at the expense of the Offeror.

**3.0 GOVERNING TERMS AND CONDITIONS**

Offeror's proposal must be submitted subject to the sample Contract as listed below and attachments:

**SAMPLE CONTRACT SIGNATURE DOCUMENT**

PART I	-	SCOPE OF WORK
PART II	-	COMMERCIAL TERMS
PART III	-	GENERAL TERMS
PART IV	-	SPECIAL TERMS

and any and all other attachments made a part of this RFP by reference thereto.

**4.0 DEFINITIONS**

For all purposes of this RFP document, except as otherwise expressly provided herein, or unless the context requires otherwise, the terms defined shall have the meaning assigned to them in this Paragraph.

"Owner" means Department of Energy (DOE).

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

“Company,” “CHG,” “CH2M HILL,” or “Buyer,” means CH2M Hill Hanford Group, Inc.

“Contractor,” “Subcontractor,” or “Construction General Contractor,” means Successful Offeror.

“Addendum” means the document issued by Company to all Offerors during the bidding period, containing additional information or corrections made by Company to the Request for Proposal document previously issued.

“Offeror” means the person, corporation, partnership, joint venture or other organization that has submitted a proposal to Company for performance of the Work.

“Successful Offeror” means the offeror whose proposal has been accepted by Company in writing.

“Contract” means the contractual document signed by the successful offeror and Company in the form as defined in this Request for Proposal document.

“Request For Proposal” or “RFP” means the solicitation to propose and includes all Addenda.

“Standard Specifications” When referenced in the Contract Documents, means Standard Specifications for Road, Bridge and Municipal Construction, M-41-10, as published by the Washington State Department of Transportation, 2002 edition, English units”

Terms defined in this Paragraph imparting the singular also include the plural and vice versa, where the context requires.

**5.0 ACKNOWLEDGEMENT**

Offerors are required to complete and return promptly a copy of the cover letter to this RFP as notice of your intention to submit a proposal by the closing date. Email acknowledgement or fax is acceptable. If the proposal requested herein is to be made from another office of the Offeror, please notify CH2M HILL immediately and have the office submitting the proposal return a signed copy of the cover letter.

**6.0 WRITTEN PROPOSALS**

All proposals must be submitted in writing. Telephone, facsimile, or Email proposals will not be accepted.

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

**7.0 EVALUATION OF OFFERS**

**CH2M HILL Evaluation:** CH2M HILL will evaluate the proposals using a technically acceptable/low bid process. Award shall be made to the responsive and responsible Offeror submitting the lowest evaluated price among offers that meet all requirements of the solicitation.

In consideration of the mission of CH2M HILL to encourage and expand the use of small businesses, this solicitation shall show preference for businesses meeting the criteria for the appropriate size standard. As such, CH2M HILL, for proposal evaluation purposes only, will discount the pricing of all proposals from businesses that are considered small businesses. CH2M HILL will calculate the price differential adjustments to prices offered in the following manner:

- **Two and one half percent (2.5%) of the offered price if the offer is from a small business concern.** To be considered a small business the Offeror must meet the criteria for small businesses established in “North American Industrial Classification Standard (NAICS).” Please see the Representations and Certifications for the NAICS classification for this solicitation.

Notwithstanding the forgoing CH2M HILL reserves the right to:

- accept other than the lowest proposal and to accept or reject any proposal in whole or in part,
- reject all proposals with or without notice or reasons,
- enter into discussions or negotiations with any or all Offerors prior to award--- negotiations do not constitute a rejection of the proposal nor a counter offer by CH2M HILL, and
- if no proposal is accepted, to abandon the Work or to have the Work performed in such other manner as CH2M HILL may elect.

Partial or incomplete proposals will not be accepted. Each offeror will be informed whether or not its proposal was successful.

**8.0 OFFEROR'S MODIFICATION AND WITHDRAWAL OF PROPOSAL**

The Offeror may, without prejudice to itself, modify or withdraw its proposal by written request, provided that the request is received by CH2M HILL prior to the due date and time at the address to which your proposal was to be submitted. Following withdrawal of your proposal, you may submit a new proposal provided such new proposal is received prior to the proposal due date and time.

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

CH2M HILL may modify any provisions or part of the RFP documents at any time prior to closing time.

**9.0 PRICING CONDITIONS**

- 9.1 Pricing, stated in U.S. dollars, must be in accordance with the provisions of Part II, Commercial Terms. **The blanks in Part II – Commercial Terms must be completed and returned by the Offeror as its commercial proposal.**
- 9.2 Proposal validity-period is required to be 120 days after the closing date of this RFP.
- 9.3 The quoted price(s) must include all costs to you for materials, labor, equipment, testing and any and all items of expense, fees, taxes, duties, overhead and profit for full and complete performance of the Work as set forth herein.
- 9.4 All pricing information requested in this RFP must be provided. Failure to comply with this requirement may result in a rejection of any proposal. CH2M HILL reserves the right to require the Offeror to furnish an accounting breakdown of all contract prices. This request may be made after contract price has been finalized with the offeror selected for award.
- 9.5 In the case of any discrepancy between words and figures, the words shall prevail. In the case of errors in addition or extension, the unit rates quoted shall prevail.

**10.0 EXCEPTIONS AND DEVIATIONS**

- 10.1 Except as provided for below in 10.2, no qualifications to any requirement, provisions, specifications or stipulations of the RFP documents shall be made by Offeror. Failure to comply with this condition may result in a rejection of any proposal.
- 10.2 If the Offeror feels it would be advantageous for CH2M HILL to deviate from the requirements, conditions and provisions set forth in the RFP, Offerors may present such departures as an alternative together with its responsive proposal, explaining in full detail the nature and extent of its proposed departure and the consequent impact on the prices, schedules or any other aspect of its proposal.

Such departures, if any, must be clearly identified and listed in a section of the proposal devoted explicitly to that purpose. Considerations of any alternate proposal will be at our sole discretion.

Alternates based on your Trade Secrets will be considered confidential if so noted on the alternate submitted, provided however, that alternates not involving Trade Secrets may be reissued for bids.

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

- 10.3 The submission of a proposal indicates acceptance by you of all conditions contained herein.
- 10.4 CH2M HILL is not responsible for identifying or resolving, during proposal review, any deviations that may be contained in your proposal. If you are awarded the contract, the only deviations recognized will be those mutually agreed upon and written into the contract.

**11.0 PREPROPOSAL QUALIFICATION OF OFFERORS**

Offerors are required to complete and submit the Offeror Requirements questionnaire in accordance with the instructions provided in the RFP cover letter and included within the questionnaire.

**12.0 PREPROPOSAL CONFERENCE AND JOBSITE INSPECTION**

Offerors are required to attend a bid explanation meeting and site visit in order to become acquainted with the Scope of Work and Site Conditions. **The bid explanation meeting and jobsite inspection meeting is scheduled for April 15, 2004 at 9:00 am Local Time. Offerors are to meet at Conference Room B-130 of the 2750 Building in the 200-East Area of the Hanford site.**

Each Offeror is required to identify the names, citizenship and company represented for its representatives (limited to three) that will attend the site inspection part of the conference. Provide this notification at least 48 hours prior to the scheduled conference via Fax or Email (See cover letter for Fax number/Email address. Visitor badges or security badges are required for access to the site beyond the Wye Barricade. Only U.S. citizens will be provided visitor passes.

**13.0 DISCREPANCIES AND OMISSIONS/ADDENDA**

If any discrepancies or omissions are detected in the RFP documents, or if the intent or meaning appear unclear or ambiguous, the Offeror must notify the contracts administrator named in the proposal letter and request resolution. Replies to such notices may be made in the form of Addenda to the RFP documents which will be issued simultaneously to all invited Offerors. The Offeror must acknowledge receipt of all addenda in its proposal letter. CH2M HILL will not be bound by, and the Offeror must not rely on, any oral interpretations or clarifications of the RFP documents.

**NOTE: Deadline for receipt of written questions relative to this RFP is 4:00 pm local time on May 3, 2004**

**14.0 RETURN OF DOCUMENTS**

Not required

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

**15.0 TAXES**

The Offeror must comply with the Article entitled TAXES in Part II – Commercial Terms.

**16.0 SIGNATURE REQUIREMENTS**

Proposal must be signed by a duly authorized official of the Offeror's organization.

If the Offeror submits its proposal as a partnership or joint venture, you must submit with your proposal a "Power of Attorney" executed by all of the general partners or members of the joint venture designating and appointing one of the general partners or members of the joint venture as a "Management Sponsor", and authorizing the Management Sponsor to sign the proposal on your behalf, to act for and bind you in all matters relating to the proposal and, in particular, to agree that each partner or member of the joint venture are jointly and severally liable for any and all of the duties and obligations assumed by the offeror under the proposal and the contract, if awarded. The proposal must be signed on behalf of the partnership or joint venture in its legal name by the Management Sponsor.

When requested by CH2M HILL, satisfactory evidence of the authority of any signatory to sign on behalf of the offeror must be furnished.

CH2M HILL will accept only unified sums, rates, prices, or conditions and will not accept sums, rates, prices or any conditions which differ between individual parties of a partnership or joint venture.

**17.0 BONDS**

Payment and Performance bonds are required. Refer to PART II, Commercial Terms, of the sample contract. A bid bond is required to be submitted with the proposal. The amount of the bid guarantee shall be 10 percent of the bid price or \$100,000, whichever is less.

**18.0 PRE-AWARD EQUAL OPPORTUNITY COMPLIANCE REVIEWS**

CH2M HILL may require a pre-award review by the Department of Labor to determine compliance with Federal Equal Employment Opportunity laws and regulations (ref FAR 52.222-28). Information sufficient to support the review must be furnished upon request. (FAR 52.222-26 and others).

**19.0 TECHNICAL AND OTHER DATA REQUIREMENTS**

The Offeror must submit the technical and other data as requested.

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

**20.0 MATERIALS**

All materials provided by the Contractor must be of U.S. manufacture, unless prior written approval is granted by CH2M HILL.

**21.0 PROPOSAL SUBMITTALS**

The proposal must include the following information and documents:

**21.1 Proposal Identification**

The Proposal Title Page must include: the Request for Proposal number, Offeror's name, address, telephone and facsimile number, Email address, and date.

21.2 The proposal must include completed Part II of the sample contract.

**21.3 Construction Specifications Institute (CSI) Cost Summary**

Using the CSI Cost Summary format and work breakdown included with the RFP, Offeror must provide a breakdown of labor hours, labor dollars, material/equipment dollars, and other costs included in its offer. The grand total must reconcile with the firm fixed price Offeror inserts in PART II, paragraph 1.1.

**21.4 Subcontractor Environment, Safety, Health and Quality (ESH&Q) Representation**

Complete online at <http://www.hanford.gov/chgcp/eshq.cfm>, download and submit with proposal.

**21.5 Construction Representations and Certifications**

Must be completed and signed by an authorized representative of the Offeror.

**21.6 Organization Description**

Provide an organization chart with numbers and titles of personnel and number and categories of home office personnel. The organization chart should include the names of the personal and the percentage of utilization during contract performance.

**21.7 Execution Plan**

Provide a narrative, not to exceed three pages, describing the plan for Subcontract execution. This plan should be developed in conjunction with the organization chart, resource loaded schedule, proposed subcontractors/vendors to knit information together and explain the management of and flow of work to Subcontract conclusion.

**INSTRUCTIONS TO OFFERORS**  
**RFP 109793-TP**

21.8 Quality Assurance Program (QAP) Manual

Provide an uncontrolled copy of Offeror's QAP manual.

21.9 Subcontract Schedule

Provide a schedule that includes all activities, from mobilization through demobilization. The schedule shall be developed using Critical Path Method. The schedule shall show all major activities, duration, start, and finish dates. The schedule shall be resource loaded by task including personnel, equipment, and material costs. A resource summary table shall be provided that summarizes resource utilization by month.

21.10 Small Business Subcontracting Plan

Offerors not certified as a small business for the assigned NAICS code are required to submit a subcontracting plan with their proposal. Plan shall be in accordance with FAR-52.219-9.

21.11 Proposed Lower-Tier Subcontractors

Identify proposed lower-tier subcontractors using the attached form.

21.12 Estimated Payment Schedule

Provide an Estimated Payment Schedule "Progress Payments" indicating estimated monthly billings, as allowable, for the duration of the Subcontract.

21.13 Funding Limitation - Termination Liability Schedule

Funding for the Integrated Disposal Facility, (IDF) Project: Schedule B - Landfill Construction Contract will be limited to \$2,300,000 for the period ending September, 30, 2004. Offeror shall sequence and plan work such that commitments do exceed this funding limitation.

Offeror is required to provide with its proposal an estimated termination liability schedule showing, by month, when costs will be incurred and when significant commitments for materials, equipment and other major cost items will be made throughout the planned period of performance. The attached Excel spreadsheet is to be used for this requirement.

21.14 Acknowledgement of RFP Addenda

If any addenda to this RFP are issued, Offeror is required to acknowledge receipt of each addendum in its proposal.